

APAP Live Performance Calendar User Guide

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Welcome to the APAP Live Performance Calendar, a multidisciplinary, year-round, showcase of online and in-person performances and events. While the calendar can be viewed by all, submitting an event is an exclusive benefit for APAP members.

Featuring dance, theater, music and more, the live performance calendar gives you easy access to the events produced by the diverse community of APAP members and showcases both your in-person and livestreaming events to the world.

Discover new artists, new work, and new ways to create. Experience innovations in performance and engagement. Connect with colleagues. Invent the uninvented.

What to Submit

APAP members are welcome to submit any performance event including:

- Live in-person performance (music, theater, dance, other)
- Livestreaming performance (music, theater, dance, other)
- Premiere of a recorded performance
- Community engagement event (town hall, artist talk, even if it is entirely virtual)

What not to submit:

- Webinars
- Promotional events or sales pitches

Not sure if your event qualifies? Email us at communications@apap365.org. APAP reserves the right to reject any event that does not meet the above criteria or violates [community guidelines](#).

Who can submit

Only APAP members or staff of an APAP member organization with login credentials can submit events to the calendar. Artists represented by a member should submit their event through their representative.

How to create/add an event

- Members must login to the APAP website with their membership credentials.
- Members are also required to create a free Time.ly account using your APAP email/username/password prior to submitting an event. When you click “Add Event” you will see a pop-up requesting your email address and password. At the bottom of that form you will see where to sign in and create your account. We strongly suggest using the same information you use for your APAP login.
- Click on the blue “Add Event” button to get started.
- Add your Event Title.
- Enter the Start and End times.
 - An event can have the start and end dates the same or a few days apart.
 - Choose if the event is an “All-day” event.
 - No time will be needed in this case, and a note will appear on the calendar view that the event is an all-day event.
 - Use “Repeats” to make the event recurrent.
 - You can choose from “Daily”, “Weekly”, “Monthly” and “Custom” recurrence.
 - The “Custom” recurrence allows you to choose individual dates for that event.
 - If you choose one of the standard (not “Custom”) recurrence types, you will also have the option to “Exclude” certain dates. “Exclude” has exact same recurrence types as “Repeats” but the opposite action.
 - For example, you can choose to “Repeat” a “Weekly” event on Monday, but to “Exclude” “Monthly” the first Monday of the month and the Christmas Monday, using “Custom”.
- Choose event time zone.
 - By default, this is the calendar time zone, but you change it for a specific event.
- Add pre-populated event filters.
 - All filters are required. IF a filter does not pertain to you or your event please select “N/A.”
 - If you have a suggestion for a new addition to any of the filters below please contact us at communications@apap365.org.
 - Categories (Dance, Music, Film, Theater, Other)
 - Tags (genres)
 - Venue (online platform or physical location)
 - Don’t see your online platform listed? Add it by selecting “New”.
 - Organizer (APAP member/organization name)
 - The "Organizer" is the name of your organization or your name (if you are an independent artist).
 - **Please use the name listed under your APAP membership**, so that other APAP members can find you in the [Membership Directory](#).

- Enter event details.
 - Enter a description of your event in the text editor. Want to add hyperlinks? If you copy and paste from Word the hyperlinks will remain intact.
 - Add all of the information that you want the public to know, including:
 - A description of your event
 - The link to your website or social media platforms
 - Your contact information
 - If the event is ticketed, if RSVPs are required, or if you're accepting donations.
 - Provide as much detail as possible!
 - **Please include the link to the event in the description so that it populates to the public calendar.** You can hyperlink the event by copying and pasting from Word into the event description field.
 - You can add a featured image to be displayed in the event.
 - The recommended image size is 720 x 720px.
- Submit your event.
 - When you click "Submit Event" an APAP staff member will be notified.
 - APAP will approve events within one to two business days and after your APAP membership has been verified.
 - Once APAP has approved your event it may take a few hours to populate the calendars.

How to edit an event

- You cannot edit an event once you have submitted it.
- Please contact APAP to see if edits can be made. If it isn't a change APAP can make, we will notify you and ask if you would like us to delete the event, so that you can resubmit your event.

How to delete an event

- Only APAP staff can delete the event once it has been submitted and is populated on the calendar. Email us at communications@apap365.org for assistance.

Community Guidelines

The Association of Performing Arts Professionals (APAP) is committed to providing a welcoming and supportive experience for everyone.

APAP maintains the right to reject any content that we deem to be offensive or inappropriate, including any event that promotes harmful, violent or illegal activity. This includes photos, videos, logos and copy.

Other behaviors that may cause your event to be rejected include:

- Excessive posting that diminishes the usability of this community platform for other members and the public
- Events that are sales pitches or promotional in nature

If you learn of any listing or content that may violate these community guidelines please contact us at communications@apap365.org.

Terms and Conditions

Events on the APAP Live Performance Calendar are independently produced and curated by APAP members. As such, APAP is not responsible for the logistics and content of events or the accuracy of information submitted to the APAP Live Performance Calendar.

By submitting an event to the APAP Live Performance Calendar, User agrees that:

- User is responsible for managing logistics for their event, including but not limited to obtaining required licensing.
- User is responsible for the accuracy of the information posted to the APAP Live Performance Calendar.
- APAP is not responsible or liable for User-submitted content.
- User is a current APAP member.